

Police Captain - 4261

Primary Reason Why Classification Exists

To manage one or more operating and/or staff divisions of the Police Department

Essential Duties

- Plans, organizes, and directs the operation of one or more in the Police Department including field operations, criminal investigations, training and standards, internal investigations, records and identification, finance and budgeting, and personnel
- Develops policies and procedures to manage division operations
- Formulates annual operating budget and long term capital budget for area of responsibility
- Serves as a technical resource for Police Lieutenants or Sergeants on methods and techniques to use in difficult or unusual cases or incidents
- Serves as the chief investigator or investigative supervisor in criminal cases; prepares or approves statements for court testimony; testifies in court as an expert witness
- Investigates complaints from officers, other agencies, or the public about employee performance or misconduct; conducts investigations and makes report to Police Major regarding truthfulness of complaint and recommended actions
- Develops and administers the process for interviewing, selection, training, and promotion of new or existing personnel; schedules required tests and interviews; makes final recommendations to Police Major
- Reviews and authorizes the purchase of equipment, uniforms, and supplies
- Prepares and maintains detailed reports and files
- Develops and maintains relationships with other agencies and works jointly on mutual problems and task forces
- Manages the development and administration of all department training programs; develops and instructs training programs or contracts for outside vendor services for special needs
- Serves as part of the management team in planning departmental programs and operating procedures; enforces departmental regulations and procedures
- Performs related work as required

Knowledge, Skills, and Abilities

- Comprehensive knowledge of the principles and practices of law enforcement work
- Comprehensive knowledge of federal, state, and local laws and ordinances affecting law enforcement work at the local level including those related to search and seizure
- Thorough knowledge of police operations and tactics
- Thorough knowledge of management practices related to forecasting demand for law enforcement, developing an operating and capital budget, and adapting law enforcement efforts to changing legal requirements
- Considerable knowledge of the certification requirements and standards for becoming designated as a professional law enforcement agency as defined by CALEA
- Considerable knowledge of personal and special equipment and tools used in law enforcement
- Considerable knowledge of the principles and practices related to employee development and personnel management

- Knowledge of the general processes related to fiscal management, budgeting, and purchasing
- Ability to plan and manage one or more operational or staff divisions of law enforcement employees and civilian employees
- Ability to analyze complex police problems and adopt effective and reasonable courses of action with due regard to surrounding hazards and circumstances
- Ability to supervise and manage personnel; ability to conduct employee performance evaluations or serve as a reviewer; ability to make recommendations on employee promotions or discipline, and to make new hire recommendations
- Ability to prepare and present detailed reports
- Ability to function in the capacity of the Police Chief when required
- Ability to prepare an annual operating budget and multi-year capital budget
- Ability to communicate ideas effectively both orally and in writing
- Ability to establish and maintain effective working relationships with other law enforcement agencies and the general public

Physical Requirements

Work in this classification is supervisory and first level managerial but requires the same physical and mental requirements as that of a Police Officer. Physical requirements is defined as medium work, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Vocal communication is required to express or exchange ideas or other information between individuals or groups. Hearing is required to perceive information at normal spoken word levels. Visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, inspection involving small defects and/or small parts, use of measuring devices, operation of machines and motor vehicles, determining accuracy and thoroughness of work, and observing surroundings. Employee must be able to demonstrate continued physical fitness to withstand the rigors of law enforcement officer and potential physical confrontation with assailants and/or foot chases for apprehensions. Employee may be required to use deadly force to subdue an assailant or to protect themselves or others

Working Conditions

Employee's working conditions are primarily in an office environment. However, the employee is subject to both inside and outside working conditions in all types of weather from extremes of cold and heat to rain/snow/ice as well as varying terrain from streets, dense foliage, dark buildings, and water. Employee may be exposed to noise which would cause the worker to shout in order to be heard above the ambient noise level. Work place conditions include operating vehicles for extended periods of time, working varied hours and shifts, and confronting violent persons many of whom have criminal records with little to no respect for law enforcement or who may be a threat to themselves or others. Work requires application of safety precautions and wearing of protective clothing, gloves, and body armor designed to minimize exposure to blood-borne pathogens, communicable diseases, and bodily harm

Education and Experience

Graduation from high school including advanced courses and seminars in police work; preferably completion of an Associate's or Bachelor's degree from an accredited college or

university in Criminal Justice or other field of study related to the nature of the work performed and 7 - 10 years of law enforcement work at least three (3) of which must have been at the supervisory level of a Police Lieutenant or equivalent classification.

Special Requirements

- Valid North Carolina Drivers License
- Certified Law Enforcement Certificate awarded by the North Carolina Criminal Justice Education & Training Standards Commission

FLSA Status: Exempt-Executive (primary duty is management of a customarily recognized department or subdivision of the City; customarily and regularly directs the work of two or more full time equivalent employees; and has the authority to hire or fire employees or whose suggestions and recommendations as to hiring, firing, advancement, promotion or other change of status of other employees are given particular weight)

Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position and a more thorough description of these elements can be found in the employee's Position Analysis Questionnaire (PAQ). The employer reserves the right to assign or otherwise modify the duties assigned to this classification.

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